

ARTS SPECIALIST

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of administrative support duties in the administration and implementation and operation of the city's Cultural Services Divisions programs, services and facilities.

Supervision Received and Exercised:

Receives general supervision from Cultural Services supervisory and management staff.

Exercises functional supervision over technical, clerical, contract and volunteer Cultural Services staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Participate in assessing the needs and desires of the community as they relate to the programs, services and facilities of the Cultural Services Division.
- Participate in the preparation of program marketing materials, including news releases, flyers and brochures.
- Assist and respond to inquiries from the public regarding programs, services and facilities of the Cultural Services Division.
- Participate in the process to recruit, hire, train, schedule, oversee and evaluate staff and volunteers associated with the delivery of programs and services and the operation of facilities of the Cultural Services Division.
- Contribute to the development of a healthy work environment, exhibit an employee and citizen focus, and take initiative to solve problems.
- Perform related duties as assigned.

When assigned to Public Art Program:

- Assist with the City of Tempe Public Art and Art in Private Development Programs.
- Participate in the process for selecting artists for commissioned projects including writing and distributing Requests for Qualifications/Requests for Proposals and assisting with selection panels and public presentations of proposals.
- Develop contracts with artists for the purchase of artwork and commissioning of public art.
- Assist and respond to other city departments through the design development and review process of projects which include a public art element.
- Monitor on-site art installations and execute routine site visits.
- Maintain service contracts for the maintenance and conservation of public art owned by the city.
- Assist with private individuals and/or nonprofit organizations for the receipt of donated artwork.
- Assist with the applications for state and/or regional grants related to public art.
- Perform related duties as assigned.

When assigned to Arts Instructional Program

- Assist with the City of Tempe Arts Instructional Program.
- Participate in the organization, scheduling and implementation of instructional and cultural programs, activities, and special events for youth and adults.
- Administer contracts with arts instructors, dance and theater groups for community performances and arts instructional services.
- Distribute equipment and supplies for the Arts Instructional Program.
- Monitor expenses for the Arts Instructional Program.

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- Participate in the implementation of the policies and procedures relating to the Arts Instructional Program.
- Assist in monitoring records and reports for the Arts Instructional Program.
- Perform related duties as assigned.

When assigned to TCA Box Office

- Oversee the day to day operation of the Tempe Center for the Arts (TCA) box office; supervise ticket selling, cash management and customer service functions.
- Operate all aspects of the TCA's computerized ticketing system, including but not limited to, program, set-up and configure event and season information for sales, data collection and reporting.
- Maintain patron database.
- Establish, develop and implement box office operation and sales policies and procedures.
- Maintain records of box office sales, receipts and ticket transactions.
- Prepare and monitor box office operating budget; provide daily box office reports, settlements and statistical data for each event.
- Demonstrate continuous effort to improve operations, streamline work processes and work cooperatively and jointly to provide quality seamless customer service.
- Perform related duties as assigned.

When assigned to TCA Production

- Assist Production Coordinator with production needs of all events in the Tempe Center for the Arts.
- Oversee use of equipment within TCA and serve as site manager during events.
- Advise on and execute audio, lighting and other equipment, facility and logistical needs for events.

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• Ensure operational readiness of all audio, lighting and facility equipment.

• Perform and coordinate regular maintenance and safety inspections of

equipment.

• Prepare reports including, event evaluations, industrial injury summaries,

incident reports and inspection reports.

Assist Arts Coordinator in maintaining production/event records including,

equipment inventory, equipment manuals and documents, warranty information, maintenance and repair logs, equipment rental agreements, service contracts

and personnel event records.

Load, unload, carry short distances, push and slide objects: scenery, audio and

light equipment, program boxes, trusses, tables and chairs and other event

equipment from/to event location, storage, trucks and dollies.

Perform minor building repairs.

Perform related duties as assigned.

Minimum Qualifications:

Experience:

Equivalent to two years of fulltime work experience assisting with the organization,

coordination and implementation of public art programs, cultural arts or visual arts

programs.

When assigned to TCA box office:

Equivalent to two years of fulltime work experience in box office supervision and

ticketing sales utilizing automatic computerized ticketing systems.

When assigned to TCA production:

Equivalent to two years of fulltime work experience in theater and/or corporate event production in a multi-venue facility or similar venue with concentration in

audio, lighting and event logistics. Must be able to lift up to 70 pounds.

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Education:

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Equivalent to an Associate's degree from an accredited college or university with major course work in arts history, fine arts, humanities, education or degree related to the core functions of this position.

When assigned to TCA box office:

Equivalent to an Associate's degree from an accredited college or university with major course work in arts management, business, humanities or a degree related to the core functions of this position.

When assigned to TCA production:

Equivalent to an Associate's degree from an accredited college, university, or conservatory with major course work in theater, theatrical audio, theatrical lighting, technical direction or degree related to the core functions of this position.

Licenses / Certifications:

None

Examples of Physical and/or Mental Activities:

None

Competencies:

None

Job Code: 204

Status: Exempt / Classified